



BC Association of Aboriginal Friendship Centres

Accounting Assistant

3C Challenge Youth Entrepreneurship Project

Term Part-time / 17.5 hrs. week / Based in Victoria BC

Position begins September 2018, ends March 31, 2021

Background

The BC Association of Friendship Centres in Victoria, BC is seeking an accounting assistant to the Finance Manager for the 3C Challenge Youth Entrepreneurship Project. This position will suit someone who will take on a variety of challenges and opportunities and play an integral role in the continued growth and expansion of the organization.

Reporting to the BCAAFC Finance Manager and senior management team, the successful candidate will be an experienced financial administrator who is responsible for carrying out a full range of day-to-day financial activities including: accounts payable, accounts receivable, employee benefits and general administration.

Key Duties and Responsibilities:

- Support the existing Accounting team
- Cross-functional duties on Accounts payable, accounts receivable, payroll, and reporting

Knowledge and Abilities:

- Strong organizational and administrative skills as well as experience managing multiple tasks and time sensitive deadlines;
- Experience with Simply Accounting, Excel, Word, InfoPath, Access and SharePoint;
- Excellent communication and interpersonal skills combined with the ability to work effectively in a team environment;
- Also considered an asset to this position:
 - Experience working with Indigenous community and service organizations, and
 - A valid driver's license.

Qualifications:

- Accounting certificate from a recognized college program and/or working towards an accounting designation (CPA) or (CAFM), complimented by a minimum of three (3) years finance department or an equivalent combination of demonstrated ability and education
- Upon hiring, be able to provide a clear, current criminal record check including vulnerable sector check; and

What do we have to offer you?

In return for all you do, you will enjoy:

- A competitive compensation package.
- \$22 per hour
- Automatic enrollment in our Wellness Group membership: A fun group of people to hang out with once a month
- An understanding work environment

If you want to join our team send your resume and cover letter by **August 31st, 2018** to:

Patricia Moore | General Manager
BC Association Aboriginal Friendship Centres
Email: pmoore@bcaafc.com

If EMAILING, please put "Finance Assistant" in the subject line.

*Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Indigenous ancestry.
(ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED-Internal applicants will be given preference)*